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ODP-184688

D/OAF

22 November 1983

MEMORANDUM FOR: Information Services Planning Working Group

FROM: [REDACTED] Chairman

SUBJECT: Minutes of 9 December 1983 Working Group Meeting

1. The Information Services Planning Working Group met on Friday, 9 December 1983. Participants included [REDACTED]

2. [REDACTED] convened the meeting asking for corrections to the minutes of the 9 December meeting. No corrections were noted. [REDACTED]

3. [REDACTED] distributed copies of the Workstation Environment Working Group (WSEWG) report and asked for comments by COB 12 December. She noted that Mr. Briggs liked the non-technical writing, but asked that dissenting views be presented as part of any working group's final report.

4. [REDACTED] described the draft report of this working group as an outline at this stage; one that the group now had to fill in if the outline were acceptable. It is most important to document our assertions, so the report will be credible to the ISB. Most important of all, when the ISB reads the section describing the present system, they must think that, yes, that is the way the system looks to them. [REDACTED]

5. The group discussed whether submitting a report jointly with the Requirements and Technology Acquisition Working Group was a good idea. The group agreed to defer a decision until the last minute, since any needed adjustments could be made quickly. [REDACTED]

6. Bob asked for additional information on the ADP planning processes used by the directorates. [REDACTED] presented an excellent summary of the DDO process. The group was surprised to learn, however, that the DO may have as many as 100 people engaged in planning activities of one sort or another. [REDACTED]

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7. The group went on to discuss how the Agency might use four DDO-like plans as the basis for an overall Agency plan. Les noted that was exactly the approach GSA used, producing a good agency-wide plan in 90 days with about six people. Bob asked the members to give him a written summary of their respective directorates' planning efforts by the end of the year.

25X1

8. The next meeting of the Information Services Planning Working Group is scheduled for Thursday, 12 January 1983, at 1330 hours in Room 4E05 Headquarters. The agenda for the meeting, which is scheduled for 90 minutes, is as follows:

25X1

o Approve the minutes of the previous meeting.

25X1

o Take care of any old business.

25X1

o Discuss the draft working group report.

25X1

1/27/83 - called

*to the den
J. 1. 11:00 a.m.
Meeting to
try to do*

25X1

O/Compt/IHG, (22 Dec 83)

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